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68-7189

## OFFICE OF THE DIRECTOR

Action Memorandum No. ~~A-297~~

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TO : Deputy Director (Plans)  
Deputy Director (Intelligence)  
Deputy Director (Support)  
Deputy Director (Science & Technology)  
Office of General Counsel

SUBJECT : DCI or DDCI Hosted Luncheon Functions

REFERENCE:

In order to clarify procedural aspects of DCI and DDCI hosted luncheon functions, addressees are requested to advise their staffs that the following instructions apply in addition to requirements cited in paragraph 22 of

"Requests for the DCI or the DDCI to host a luncheon shall be accompanied by a recommended seating arrangement which includes appropriate titles and organization affiliation. If place cards are desired, this should be so noted on the seating lists. The final guest lists and seating arrangements should be forwarded to Executive Registry before 10:00 A. M. the day prior to the scheduled luncheon."

## Distribution:

1 - Executive Director  
✓ 1 - ER  
2 -   
O/DCI  cal(17 September 63)

Lyman B. Kirkpatrick  
Executive Director

SUSPENSE DATE: 2-18 1963

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